Tom Slater

DICK

→ Get P.C. document list
hard drive
Diskettes
- identify # of non-identifiable diskettes

What is needed for December 20 meeting:

1. Review current records retention schedule and update if needed. only resumes

2. Departments absent of a records retention schedule need to inventory categories of records being retained.

3. Bring two copies of the completed questionnaire to the meeting.

All files of the business are subject to subpeona

2 problems with any retention schedule
① Personal files
- due to photo copy capabilities

② Computer files
- on disc or hard drives or Tapes (includes Video Tape)

Documents loose client-attorney privelege when they are not confidential. The more hands it's in, lowers the ability to maintain attorney/client privelege

2054610208

Source: https://www.industrydocuments.ucsf.edu/docs/lkck0000